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R710 Public Safety, Fire Marshal.

R710-10 Rules Pursuant to Fire Service Training, Education, and Certification.

R710-10-1 Title, Authority, and Adoption of Codes

1.1 These rules shall be known as the "Rules Pursuant to Fire Service Training, Education, and Certification", and may be cited as such, and will be hereafter referred to as "these rules".

1.2 These rules are promulgated in accordance with Title 53, Chapter 7, Section 204, Utah Code Annotated 1953, as amended.

1.3 These rules are adopted by the Utah Fire Prevention Board to provide minimum rules for fire service training, education, and certification throughout the state, to establish a Fire Service Education Administrator and Fire Education Program Coordinator, to establish various subcommittees to the board regarding training, education, and certification, to establish rules for Fire Service Training Organizations and to establish rules for the Utah Fire and Rescue Academy.

R710-10-2. Definitions.

2.1 "Academy" means Utah Fire and Rescue Academy.

2.2 "Academy Director" means the Director of the Utah Fire and Rescue Academy.

2.3 "Administrator" means Fire Service Education Administrator, which shall be the State Fire Marshal.

2.4 "Board" means Utah Fire Prevention Board.

2.5 "Career Department" means an organization having career emergency service personnel comprising more than 85 percent of its membership.

2.6 "Career Firefighter" means one whose primary employment is directly related to the fire service.

2.7 "Certification Council" means Utah Fire Service Certification Council.

2.8 "Certification System" means the Utah Fire Service Certification System.

2.9 "Coordinator" means Fire Education Program Coordinator.

2.10 "Combination Department" means an organization having career emergency service personnel comprising between 15 percent and 85 percent of its membership.

2.11 "Course" means a training curriculum that is intended to improve a person's knowledge, skills, abilities, and/or behavior(s).

2.12 "Course Coordinator" means an individual designated by a Fire Service Training Organization (FSTO) to manage the overall responsibility of course delivery and insure the course meets

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each of the applicable objectives.

2.13 "Course Documentation" includes but is not limited to: course syllabus, instructor lists and qualifications, student training records, class rolls, quiz and test results, etc.

2.14 "Department" means an organization that provides emergency medical care, rescue, fire suppression, fire prevention, and/or law enforcement. The organization may be State, City, County, special District, Federal government, military or private industry that engages in this type of activity.

2.15 "Division" means State Fire Marshal's Office.

2.16 "Industrial Brigade" means an organized group of employees within an industrial occupancy who are knowledgeable, trained, and skilled in at least basic fire fighting operations, and whose full-time occupation may or may not be the provision of fire suppression and related activities for their employer.

2.17 "Instructor" means an individual who endeavors to improve the knowledge, skills, abilities, and/or behavior(s) of others through instruction.

2.18 "Fire Service Training Organization" (FSTO) means an organization that has been approved by the Standards Council to deliver training classes and is eligible to obtain certification through the Certification System for non-affiliated participants.

2.19 "Member" means an individual involved in performing the duties and responsibilities of a department under the auspices of the organization. The individual may be a full-time or part-time employee or a paid or unpaid volunteer and shall occupy any position or rank within the department that can engage in emergency operations. The individual must appear on the department's rolls, have been trained in their duties and continue to participate in regular training.

2.20 "NFPA" means National Fire Protection Association.

2.21 "Non-affiliated Participant" means an individual who is not a member of a department.

2.22 "Plan" means Fire Academy Strategic Plan.

2.23 "Private" means intended for or limited to the use of some particular person(s) or group.

2.24 "Public" means of, pertaining to, or affecting a population or a community as a whole, open to all persons.

2.25 "SFM" means State Fire Marshal or authorized deputy.

2.26 "Standards Council" means the Utah Fire Service Standards and Training Council.

2.27 "Volunteer and/or Part-Paid Firefighter" means one whose primary employment is not directly related to the fire service.

2.28 "Volunteer Fire Department" A fire department having volunteer and/or part-paid emergency service personnel comprising

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85 percent or greater of its department membership.

R710-10-3. Fire Service Education Administrator and Fire Education Program Coordinator.

3.1 There is created by the Board a Fire Service Education Administrator for the State of Utah. This Administrator shall be the State Fire Marshal.

3.2 The Administrator shall oversee statewide fire service education of all personnel receiving training monies from the Fire Academy Support Account.

3.2.1 The Administrator shall oversee fire service education in fire suppression, fire prevention, fire administration, operations, hazardous materials, rescue, fire investigation, and public fire education in the State of Utah.

3.3 The Administrator shall dedicate sufficient time and efforts to ensure that those monies dedicated from the Fire Academy Support Account are expended in the best interests of all personnel receiving fire service education.

3.4 The Administrator shall ensure equitable monies are expended in fire service education to volunteer, career, and prospective fire service personnel.

3.5 The Administrator shall as directed by the Board, solicit the legislature for funding to ensure that fire service personnel receive sufficient monies to receive the education necessary to prevent loss of life or property.

3.6 The Administrator shall oversee the Fire Department Assistance Grant program by completing the following:

3.6.1 Insure that a broad based selection committee is impaneled each year.

3.6.2 Compile for presentation to the Board the proposed grants.

3.6.3 Receive the Board's approval before issuing the grants.

3.7 The Administrator shall if necessary, establish proposed changes to fire service education statewide, insuring personnel receive the most proficient and professional training available, insure completion of agreements and contracts, and insure that payments on agreements and contracts are completed expeditiously.

3.8 The Administrator shall report to the Board at each regularly scheduled Board meeting the current status of fire service education statewide. The Administrator shall present any proposed changes in fire service education to the Board, and receive direction and approval from the Board, before making those changes.

3.9 To assist the Administrator in statewide fire service education there is hereby created a Fire Education Program

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Coordinator.

3.10 The Coordinator shall conduct fire service education evaluations, budget reviews, performance audits, and oversee the effectiveness of fire service education statewide.

3.11 The Coordinator shall ensure that there is an established Utah Fire Service Strategic Training Plan for fire service education statewide. The Coordinator shall work with the Academy Director to update the Strategic Plan and keep it current to the needs of the fire service.

3.12 The Coordinator shall report findings of audits, budgetary reviews, training contracts or agreements, evaluation of training standards, and any other necessary items of interest with regard to fire service education to the Administrator.

3.13 The Coordinator shall ensure that contracts are established each year for training, education, and certification of fire personnel that meets the needs of those involved in fire service education statewide.

3.14 The Coordinator shall be the staff assistant to the Standards Council and shall present agenda items to the Council Chair that need resolution or review. As the staff assistant to the Standards Council, the coordinator shall ensure that appointed members attend, encourage that the decisions made further the interests of fire service education statewide, and ensure that the Board is kept informed of the Training Council's decisions.

## R710-10-4. Fire Service Standards and Training Council.

4.1 There is created by the Board, the Fire Service Standards and Training Council, whose duties are to provide direction to the Board and Academy in matters relating to fire service standards, training, and certification.

4.2 The Standards Council shall serve in an advisory position to the Board, members shall be appointed by the Board, shall serve four-year terms, and shall consist of the following members:

4.2.1 Representative from the Utah State Fire Chiefs Association.

4.2.2 Representative from the Utah State Firemen's Association.

4.2.3 Representative from the Fire Marshal's Association of Utah.

4.2.4 Specialist in hazardous materials representing the Hazardous Materials Institute.

4.2.5 Fire/arson investigator representing the Utah Chapter of the International Association of Arson Investigators.

4.2.6 Specialist in wildland fire suppression and prevention from the Utah State Division of Forestry, Fire and

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State Lands.

4.2.7 Representative from the International Association of Firefighters.

4.2.8 Representative from the Utah Fire Service Certification Council.

4.2.9 Representative from the fire service that is an Advanced Life Support (ALS) provider to represent Emergency Medical Services.

4.2.10 Representative from the Utah Fire Training Officers Association.

4.3 The Standards Council shall meet quarterly and may hold other meetings as necessary for proper transaction of business. A majority of the Standards Council members shall be present to constitute a quorum.

4.4 The Standards Council shall select one of its members to act in the position of chair, and another member to act as vice chair. The chair and vice chair shall serve one year terms on a calendar year basis. Elections for chair and vice chair shall occur at the meeting conducted in the last quarter of the calendar year. If voted upon by the council, the vice chair will become the chair the next succeeding calendar year.

4.5 If a Standards Council member has two or more unexcused absences during a 12 month period, from regularly scheduled Standards Council meetings, it is considered grounds for dismissal pending review by the Board. The Coordinator shall submit the name of the Standards Council member to the Board for status review.

4.6 A member of the Standards Council may have a representative of their respective organization sit in proxy of that member, if submitted in writing and approved by the Coordinator prior to the meeting.

4.7 The Chair or Vice Chair of the Standards Council shall report to the Board the activities of the Standards Council at regularly scheduled Board meetings. The Coordinator may report to the Board the activities of the Standards Council in the absence of the Chair or Vice Chair.

4.8 The Standards Council shall consider all subjects presented to them, subjects assigned to them by the Board, and shall report their recommendations to the Board at regularly scheduled Board meetings.

4.9 One-half of the members of the Standards Council shall be reappointed or replaced by the Board every two years.

R710-10-5. Utah Fire Service Certification Council.

5.1 There is created by the Board, the Utah Fire Service Certification Council, whose duties are to oversee fire service certification in the State of Utah.

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5.2 The Certification Council shall be made up of 12 members, appointed by the Academy Director, approved by the Board, and each member shall serve three year terms.

5.3 The Certification Council shall be made up of users of the certification system and comprise both paid and volunteer fire personnel, members with special expertise, and members from various geographical locations in the state.

5.4 The purpose of the Certification Council is to provide direction on all aspects of certification, and shall report the activities of the Certification Council to the Standards Council.

5.5 Functioning of the Certification Council with regard to certification, re-certification, testing, meeting procedures, examinations, suspension, denial, annulment, revocation, appeals, and reciprocity, shall be conducted as specified in the Utah Fire Service Voluntary Certification Program, Policy and Procedures Manual.

5.6 A copy of the Utah Fire Service Voluntary Certification Program, Policy and Procedures Manual, shall be kept on file at the State Fire Marshal's Office and the Utah Fire and Rescue Academy.

R710-10-6. Utah Fire and Rescue Academy.

6.1 The primary fire service training school shall be known as the Utah Fire and Rescue Academy.

6.2 The Director of the Utah Fire and Rescue Academy shall report to the Administrator the activities of the Academy with regard to completion of the agreed academy contract.

6.3 The Academy Director may recommend to the Administrator or Coordinator new or expanded standards regarding fire suppression, fire prevention, public fire education, safety, certification, and any other items of necessary interest about the Academy.

6.4 The Academy shall receive approval from the Administrator, after being presented to the Standards and Training Council, any substantial changes in Academy training programs that vary from the agreed contract.

6.5 The Academy Director shall provide to the Coordinator by October 1st of each year, a numerical summary of those career, volunteer/part-paid, and non-affiliated students attending the Academy in the following categories:

6.5.1 Those who have received certification during the previous contract period at each certification level.

6.5.2 Those who have received an academic degree in any Fire Science category in the previous contract period.

6.5.3 Those who have completed other Academy classes during the previous contract period.

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6.6 The Academy Director shall provide to the Coordinator by October 1st of each year, a numerical comparison of the categories required in Section 13.5, comparing attendance in the previous contract period.

6.7 The Academy Director shall provide to the Coordinator by October 1st of each year, in accepted budgeting practices, the following:

6.7.1 A cost analysis of classes to include the total spent for each class title, the average cost per class, the number of classes delivered, the number of participants per class title, and the cost per participant for each class title provided by the Academy.

6.7.2 A budget summary comparing amounts budgeted to actual expenditures for each budget code funded by the contract.

6.8 The Academy Director shall provide to the Coordinator by October 1st of each year, a numerical summary of those students attending Academy courses in the following categories:

6.8.1 Non-affiliated personnel enrolled in college courses.

6.8.2 Career fire service personnel enrolled in college credit courses.

6.8.3 Volunteer and part-paid fire service personnel enrolled in college credit courses.

6.8.4 Non-affiliated personnel enrolled in non-credit continuing education courses.

6.8.5 Career fire service personnel enrolled in non-credit continuing education courses.

6.8.6 Volunteer and part-paid fire service personnel enrolled in non-credit continuing education courses.

6.9 The Academy Director shall present to the Coordinator by January of each year, proposals to be incorporated in the Academy contract for the next fiscal year.

## R710-10-7. Fire Service Training Organization

7.1 There is created by the board minimum requirements for Fire Service Training Organizations in order to standardize the minimum requirements for training and education throughout the State.

7.2 Fire Service Training Organizations that desire to offer opportunities for certification through the Certification System for non-affiliated participants must receive approval through the Standards Council and meet the following requirements:

7.2.1 Designate an approved Course Coordinator for each course.

7.2.2 Insure only qualified instructors are used to teach each subject.

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7.2.3 Provide a student to instructor ratio for all skills or high-hazard subjects as defined by the Standards Council.

7.2.4 Provide equipment and facilities necessary to meet the training requirements of the course(s) being offered.

7.2.5 Maintain all course documentation as established by the Standards Council.

7.2.6 Provide an Americans with Disabilities policy.

7.2.7 Provide a harassment policy.

7.2.8 Pay costs for FSTO approval and course approval site visits as set by the Standards Council.

7.2.9 Follow the current requirements of the Certification System for requesting testing and certification.

7.3 Fire Service Training Organizations must provide the Standards Council or its assigned representative full access to all records, facilities, and students, with or without notification for inspection purposes, site visits, and other requirements as specified by the Standards Council.

## R710-10-8. Course Coordinator Requirements:

8.1 There is created by the board the following minimum requirements for Course Coordinators.

8.1.1 Must be currently certified at the applicable certification level(s) for the training course being coordinated as established by the Standards Council

8.1.2 Must meet the applicable instructional requirements or standards for the training course being coordinated as established by the Standards Council.

8.1.3 Must meet the work experience requirements as established by the Standards Council.

8.2. Minimum duties of a Course Coordinator

8.2.1 Insure that each course meets the requirements identified in these rules.

8.2.2 Insure that all instructors meet the instructor requirements identified within these rules.

8.2.3 Insure course syllabus meets all applicable certification requirements.

8.2.4 Maintain proper student to instructor ratios for skills or high-hazard subjects as established by the Standards Council.

8.2.5 Maintain accurate course documentation.

## R710-10-9. Instructor Requirements:

9.1 There is created by the board the following minimum requirements for Course Instructors.

9.1.1 Must be currently certified at the applicable certification level(s) for the training course being taught as established by the Standards Council.

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9.1.2 Must meet the applicable instructional requirements or standards for the training course being taught as established by the Standards Council.

9.1.3 Must meet the work experience requirements as established by the Standards Council.

## R710-10-10. Course Requests:

10.1 There is created by the board minimum requirements for training courses that are intended to prepare non-affiliated participants to receive certification through the Certification System.

10.1.1 All courses must have a qualified Course Coordinator as set forth in these rules.

10.1.2 All courses must use qualified instructors as set forth in these rules.

10.1.3 Courses must maintain a student to instructor ratio during all skills or high hazard subjects as established by the Standards Council.

10.2 A written application must be submitted to the Standards Council through the Coordinator and must meet the requirements as established by the Standards Council.

10.3 Course documentation as established by the Standards Council must be submitted to the Coordinator following course completion.

## R710-10-11. Validity.

The Utah Fire Prevention Board hereby declares that should any section, paragraph, sentence, or word of this Board action, or of the codes hereby adopted, be declared invalid, it is the intent of the Utah Fire Prevention Board that it would have passed all other portions of this action, independent of the elimination of any portion as may be declared invalid.

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